

JOB SPECIFICATION

DEPARTMENT: Department of the Environment

POST: Professional & Technical Officer

RESPONSIBLE TO: Principal Secretary, Senior Professional & Technical Officer and Higher Professional & Technical Officers.

JOB PROFILE

The PTO serves as an in-house environmental professional performing the functions (below) under close direction and supervision.

The main duties and functions of the post are:

- Assisting in installation, operation and maintenance of environmental monitoring/sampling equipment; assisting in performing field and office surveys and studies; assisting in performing surveillance and other special projects;
- Assisting in routine repairs and calibrations of environmental monitoring/sampling equipment, in accordance with specifications and standard operating procedures; performing basic sampling data review for precision and accuracy;
- Routine inspections/surveillance and site/field visits to meet compliance requirements;
- Assisting in research and compilation of information and data for environmental compliance;
- Assisting in the compilation of reports, guidance documents and other technical documents;
- Assisting in roll out of environmental education programme and other awareness initiatives;
- Creation & maintenance of the Departmental Geographical Information System (GIS);
- Creation & maintenance of environmental databases;
- Assisting in the generation of Energy Performance Certificates (EPC) and related enforcement;
- Conducting routine sampling and testing, analysis, evaluation and interpretation of data, writing reports and assisting higher-level staff;
- Carrying out any other duties appropriate to the post, as directed by the Principal Secretary, Senior Professional & Technical Officer and Higher Professional & Technical Officers.

PERSON SPECIFICATION

<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Qualifications	A minimum of a Higher National Diploma involving study in environmental, physical, or one of the natural sciences or other related fields.	A Bachelor of Science degree or higher involving major study in environmental, physical, or one of the natural sciences or other related fields.
Experience	Must have a good understanding of the various environmental disciplines and fields which she/he would be expected to deal with.	Four years experience in a relevant Field. Experience in research and data gathering techniques; principles, practices and methods of environmental science, natural resource management, pollution prevention and pollution control; presentation of ideas and information to a broad range of audiences (including environmental education).
Knowledge	Knowledge in European Union and Gibraltar Environmental Law.	
Key Skills	<p>Have excellent communication skills, both verbal and written.</p> <p>Computer Literacy in dealing with MS Office, in particular, the Word, Excel, Access and Power Point programmes.</p> <p>Ability to plan, organise and prioritise work.</p> <p>Ability to work effectively often under pressure.</p> <p>Ability to use sound judgement in performing assigned tasks.</p> <p>Understanding of environmental regulations and related laws.</p> <p>Willingness to take on responsibility.</p>	Working knowledge of the Simplified Building Energy Model Gibraltar (SBEM-GI)

Key Skills (Con'd)	Ability to prepare maps, plans, charts and graphs as directed.	
Other requirements	Available to work regularly, as required, after normal working hours.	